

# Congressman J. Randy Forbes

Virginia's Fourth Congressional District

## Tour Request Form

Updated 3/27/05

*Please provide us with the following information to better facilitate your tour request. Upon receipt of this form, a staff member from Congressman Forbes' office will contact you to discuss your upcoming visit to Washington DC. In the meantime, if you have any questions or concerns please contact our Washington DC office at (202) 225-6365.*

Today's Date \_\_\_\_\_

Requested Tour Date \_\_\_\_\_

Time Requested \_\_\_\_\_

Contact Name \_\_\_\_\_

Group Name (if applicable) \_\_\_\_\_

Phone (        ) \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

#Adults \_\_\_\_\_

# Children \_\_\_\_\_

Will any members of your group require special accommodations? \_\_\_\_\_

### ☐ **White House Tour**

*Self-guided tour for groups of at least 10 people*

Request must be submitted a minimum of 2 months in advance

White House tours are available Tuesday – Saturday from 7:30 a.m. to 12:30 p.m.

### ☐ **U.S. Capitol Tour**

*For a group of less than 15 people*

Request should be submitted a minimum of 2 weeks in advance

Staff-led tours are available Mon – Friday from 9:30 a.m. – 4:00 p.m.

Staff-led tours are not available on federal holidays

### ☐ **U.S. Capitol Tour**

*For a group of greater than 15 people*

Request must be submitted a minimum of 2 months in advance to allow paperwork to be submitted to the Capitol Guide Service.

### ☐ **Other Congressionally-Facilitated Tour**

*Please specify:* \_\_\_\_\_

**Please submit this form via email, fax, or regular mail.**

**Via Email:** forbes.tours@mail.house.gov

**Via Fax:** 202-226-1170

**Via Mail:** Miss Jessica Moffitt, 850 North Randolph Street, Apt. 1323, Arlington, VA 22203

*Tours offered by Congressman Forbes' office are reserved for constituents of Virginia's Fourth Congressional District.*